

Evans Community Complex - Policies and Procedures

Room Capacity

*Number of people physically in room.

Dance Studio- 50

Activity Room- 55

Oak Room- 55

Pine Room- 55

Council Chambers- 96

Cottonwood Room- 110

Oak & Pine Room- 110

Banquet Hall- 220

1/2 Gym- 280

Full Gym- 575

Set Up

Weekend rentals will be allowed to decorate rooms from 8 am-12 pm on the day of the rental at no additional cost. The facility will be closed from 12 pm until your rental start time. City of Evans staff will set up all tables and chairs and requested AV equipment. Room set up must be submitted to the Facility Coordinator at least 2 week priors to the rental. Last minute changes to set up are subject to additional charges.

Clean Up

Clean up time is included in your rental time. You will be charged for the entire time you are in the room. You are responsible for your own clean up and for any items brought into the facility. Brooms and mops are available if needed; however, other cleaning supplies must be provided by the renter. All trash must be bagged and taken to the dumpster. Additional charges as follows will be held from the damage deposit for every minute in building after the scheduled rental time (this includes event planners, bands, DJ, and caterers). \$5 per minute for each minute after scheduled end time.

Rentals without Alcohol

Any indication of the consumption or serving of alcohol at this event will result in an automatic forfeiture of \$200.00 damage deposit and immediate closure of rental.

Rentals with Alcohol

Alcohol can only be served for a maximum six consecutive hours and must stop being served at least one hour before rental time ends. Renter is responsible and assumes all risk regarding liabilities that may arise by those attending and consuming alcohol during the rental. Renter is responsible for ensuring all applicable alcohol laws are obeyed. Renter must contact ABC Mixology to contract bartending services. Bartending fees are not included. No alcohol is allowed on the premises except what is supplied by ABC Mixology. Alcohol must remain in room rented. Cash bars are not allowed and alcoholic beverages may not be sold at any time. NO GLASS BOTTLES ALLOWED. All events with alcohol require security to be present. Security will be provided by the City of Evans. Security will wristband any individual that will be drinking; they must have proper identification. Rentals exceeding 8 hours will incur an additional \$100/hr Security Fee.

Decorations

You may use only 3M hooks or strips in rooms where walls are painted. Do not use tacks, nails or other things that will leave marks on the walls. NO TAPE PLEASE! User groups may not attach any items to the ceiling due to the complexity of ceiling tiles, lights and air system. Due to fire hazards, all open flames must be enclosed. No fire exit may be blocked by any decoration, table, platform, etc. Piñatas, confetti, birdseed, rice, bubbles, glitter or similar materials are not allowed. Bounce houses/inflatables are not allowed. Fog and/or bubble machines will NOT be allowed to be used in the Evans Community Complex. Potted plants must have protection under them to prevent marks or damage to floors.

Equipment Use

All users will furnish their own equipment unless items are specifically requested at the time of application and are available from the City. Equipment Rental Prices: TV Unit- \$25; LCD Projector & Screen- \$50. Equipment that is damaged or is not turned in will be charged to the renter. All equipment must be checked in and out by the Facility Manager. Phone use is for emergency use only.

IMPORTANT- to access 911 you must dial 9 to get an outside line out of the facility. (9-911)

Kitchen

*Only available to Banquet Hall or Gym rentals.

No kitchen utensils are available for use. Kitchen must be completely cleaned before end of rental.

Other Rules and Regulations

- The Evans Community Complex is a tobacco free facility. Tobacco is not permitted in any area of the Evans Community Complex. Signs of smoking in the facility will result in a \$100.00 fine withheld from the renter's damage deposit.
- A City representative will be present in the building during all rentals. This representative shall have the right to enter and be present in the room during all times it is being used and to inspect the premises at any time.
- The City of Evans reserves the right to remove from the premises any objectionable person or persons due to behavior, intoxication, or threat the City property.
- The City, at its discretion, will remove any items left behind by any user group. Such property not claimed within five days may be retained or disposed of by the City in any manner deemed appropriate. Food is thrown away immediately. The City and its representatives are not responsible for lost or stolen items.
- If rules and regulations are followed, return of any damage deposit will take 1-2 weeks. A check will be sent to the person and the address on the contract. If payment was made by credit card, deposit will be credited to that card.
- The City of Evans reserves the right to retain the damage deposit and rental fee for receptions that do not abide by Evans Community Complex Policies and Procedures.

Evans Community Complex - Conditions of Agreement

Reservation Fees

The contract must be signed by the renter and the reservation fee must be paid in full in order for the date to be held. All other room rental fees must be received at least 60 days prior to the rental date. A 10% late fee will be assessed if payment is received 59-46 days prior to rental date. An additional 10% late fee will be assessed if payment is received 45-31 days prior to rental date. If payment is not received 30 days prior to the rental date, the City reserves the right, in its sole discretion, to cancel the event. The City reserves the right to hold other functions in rooms not reserved by the renter.

A non-refundable, non-transferable fee of \$250.00 will be required upon making a reservation. The fee will be applied to the total cost of the rental. Reservations must be paid in person.

Damage Deposits

In addition to the rental and reservation fees, a damage deposit will be required for all rentals. This deposit will be refunded to the applicant, less additional cleaning fees, damage to equipment or facilities, or additional rental time beyond the original contract agreement. If all event guidelines are followed, the renter will receive the deposit refunded by mail within 1-2 weeks after the event.

Damage deposits for the facility are as follows:

Rental with Alcohol:	\$400.00
Rental:	\$200.00

Cancellations

- If you wish to cancel your rental a Rental Cancellation form must be completed, signed and turned in to the Facility Coordinator.
- Cancellations occurring more than 60 days prior to the event results in reservation fee retained by the City.
- Cancellations occurring less than 60 days prior to the event results in reservation fee and total rental fees retained by the City.

The City's right to cancel

Due to mechanical failure, acts of God, or other unforeseen occurrences that render the fulfillment of this agreement by the City of Evans Recreation Department, impossible or impractical, this agreement shall be terminated or suspended at the City's option, and the user waives any claim for damage or compensation should this agreement be terminated. All fees collected will be refunded to the renter.